

St. Mary's County Department of Social Services is an innovative high performance organization, committed to customer and staff empowerment through a nationally recognized model of multi-disciplinary team service delivery. It is under a limited state-wide hiring freeze and will be seeking several positions on an intermittent basis as follows:

PERIODIC OPENINGS RECRUITED FROM THE STATE ELIGIBILITY LISTING:

Social Work Supervisors (Grade 17 Class Code 4514) Education: MSW, MD Social Work license (LCSW-C preferred) & 3 years experience providing services in cases involving suspected child abuse or neglect, out of home placement, guardianship or emergency protective orders, or adoption. Must have supervisory experience, strong planning, organizational, communication and interpersonal skills.

Casework Specialists, Family Services, Social Workers I & II, Family Services (Grades 14, 15, 16 Class Codes 4511, 4512, 4513) Education: All three classifications require MSW; Social Workers I & II are required to be licensed as a graduate social worker, certified social worker or certified social worker-clinical by the Maryland State Board of Social Work Examiners prior to permanent appointment. Social Worker II must have one year of experience providing services in cases involving suspected child abuse or neglect, out of home placement, guardianship or emergency protective orders, or adoption.

Family Services Caseworkers, Trainee, I & II (Grades 12, 13, 14 Class Codes 4507, 4508, 4509)

Education: Bachelor's degree from an accredited college or university in an appropriate behavioral science, such as: child development, sociology, social work, psychology, counseling, nursing, criminology, juvenile justice, human growth and development, human services, mental health or human resources management that includes at least 30 credit hours in human services or human development. Experience (one year for I and 2 years for II) providing casework or community organizational services in a public or private social service agency is required. Possession of a Social Work Associate license from the Maryland State Board of Social Work Examiners can be substituted for one year of experience.

Family Investment Specialists I & II (Grades 10, 11 Class Codes 0683, 3546)

Education: Possession of a bachelor's degree from an accredited college or university. Experience: (I) none, (II) one-year experience determining eligibility for governmental assistant programs. Applicants may substitute public contact experience involving negotiating, interviewing, explaining information, gathering and compiling data, performing analysis of data, writing correspondence, and completing mathematical or legal tasks on a year-for-year basis for the required education. Applicants may substitute possession of an associate of arts degree in Income Maintenance and two years of experience involving public contact and performance of support functions directly related to income maintenance program operations for the required education.

Family Support Worker Trainee, I & II (Grades 7, 8, 9 Class Codes 0500, 0501, 0502)

Education: Graduation from an accredited high school or possession of a high school equivalency certificate. Ability to lift up to 50 lbs. Valid Maryland Driver's license in good standing. Ability to work flexible work schedule. Experience providing support services to children or adults through care giving or teaching and demonstrating practical living skills in order to promote and maintain independent living or assist in preserving the family structure may be substituted for the educational requirement on a year-for-year basis.

FOR CLERICAL POSITIONS – Schedule and Take the Support Services Test

The *Maryland State Office of Personnel Services & Benefits, Recruitment & Examination Division*, invites all interested individuals to take the Support Services Test (SST). The SST is a computerized battery of exams that assesses an applicant's skills and abilities in the following areas: keyboarding, checking, following written directions, clerical math, filing, and proofreading/editing. This system is user-friendly and allows for greater efficiency in the application and testing process.

Classifications Included and Testing Requirements:

Demonstrated ability to accurately type on a typewriter or keyboard at a minimum of forty words per minute (40 wpm) may be required, depending on the specific requirements of the position:

- Office Secretary I, II, III
- Administrative Aide
- Management Associate
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No keyboarding requirements:

- Office Clerk I, II
- Office Services Clerk, Office Services Clerk Lead

40 wpm keyboarding requirement:

- Office Processing Clerk II, Office Processing Clerk Lead, Office Processing Clerk Supervisor

Test Sites:

Maryland Department of Budget and Management, 301 W. Preston Street, 5th Floor, Baltimore, MD

Other testing sites: Statewide

To Schedule:

Call 410-767-4850 or 800-705-3493 to schedule an appointment.

TTY users call MD Relay Service at 711 or 800-735-2258.

Test Time: Approximately 2 Hours

SST Policies

- Applicants must present a photo ID for admission to the test room.
- For the math section of test, a self-powered, pocket-sized calculator may be used.
- **Those arriving late will not be admitted to the test room.**
- Reasonable accommodation for qualified individuals with a disability will be provided upon request. Please contact in advance at 410-767-4921.
- If an applicant does not make the 40 wpm in typing, and decides not to take the general clerical test, he/she can withdraw and re-schedule a new test date as soon as it is available.
- If an applicant does not meet the 40 wpm typing requirement, but decides to continue and passes the general clerical test, he/she will be placed on the Office Clerk I, Office Clerk II, Office Services Clerk, Office Services Clerk Lead, Office Secretary I, II, III, Administrative Aide and Management Associate eligible lists based upon meeting the minimum qualification requirements.
- If an applicant does not pass the general clerical test, the applicant must wait six months to be re-tested.
- Once an applicant is placed on any one of the SST lists of eligibles, he/she is restricted from re-testing for one year.
- Achievement of "Best Qualified" status will have two years of eligibility.

Minimum Qualifications and General Descriptions

Office Clerk I (1374) - Grade 6

Office Clerk II (1375) - Grade 7

Both levels - completion of the eighth grade. Level I – six months, Level II - one year of experience performing clerical duties. Notes: 1. Additional experience performing clerical duties may be substituted on a year-for-year basis for the required education. 2. Five courses in a clerical area may be substituted for six months of the required experience. *This is the intermediate or full performance level of work performing clerical duties typically found in office settings.*

Office Services Clerk (1376) - Grade 8

Office Services Clerk Lead (1377) - Grade 9

Both levels - graduation from a standard high school or possession of a State high school equivalency certificate.

Clerk - two years of experience performing clerical duties. Lead level - three years of experience performing clerical duties. Notes: 1. Additional experience performing clerical duties may be substituted on a year-for-year basis for the required education. 2. Applicants may substitute education from an accredited college or university at the rate of thirty semester credit hours for one year of experience on a year-for-year basis for the required experience. *This is the full performance or lead level of work performing diverse clerical duties.*

Office Processing Clerk II (1370) - Grade 7

Office Processing Clerk Lead (1371) - Grade 8

Office Processing Clerk Supervisor (1372) - Grade 10

All levels - completion of the eighth grade. II - level - one year; Lead level - two years; Supervisor level - three years of experience typing correspondence, reports, charts or other documents from rough draft, corrected copy or oral instruction using a typewriter, personal computer, computer terminal or word processor. Notes: 1. Additional experience typing or performing other clerical duties may be substituted on a year-for-year basis for the required education. 2. Five courses in a clerical area may be substituted for six months of the required experience. 3. Additional assessments may be required for the Supervisor level. *This is the full-performance, lead, or supervisory level of work typing information using a typewriter, personal computer, computer terminal or word processor.*

Office Secretary I (1318) - Grade 8

Office Secretary II (1328) - Grade 9

Office Secretary III (1362) - Grade 10

All levels - graduation from a standard high school or possession of a State high school equivalency certificate. Level I - one year, Level II - two years, Level III - three years of experience in secretarial or clerical work involving typing duties. Notes: 1. Additional secretarial or clerical experience may be substituted on a year-for-year basis for the required education. 2. Thirty credit hours with a major in secretarial science or office technology from an accredited college or university may be substituted at a rate of thirty credits for one year of experience for up to two years of the required experience. *This is work providing secretarial support to an official, administrator or administrative staff.*

Administrative Aide (2572) - Grade 11

Graduation from a standard high school or possession of a State high school equivalency certificate.

Four years of experience in secretarial work involving typing duties. Notes: 1. Additional secretarial or clerical experience may be substituted on a year-for-year basis for the required education. 2. Thirty credit hours with a major in secretarial science or office technology from an accredited college or

university may be substituted at a rate of thirty credits for one year of experience for up to two years of the required experience. *This is work providing secretarial support to an official, administrator or administrative staff.*

Management Associate (2650) - Grade 13

Graduation from a standard high school or possession of a State high school equivalency certificate. Five years of experience in secretarial work involving typing duties. Notes: 1. Additional secretarial or clerical experience may be substituted on a year-for-year basis for the required education. 2. Thirty credit hours with a major in secretarial science or office technology from an accredited college or university may be substituted at a rate of thirty credits for one year of experience for up to two years of the required experience. *This is work providing secretarial support to an official, administrator or administrative staff.*

Revised: 6/08/07

FISCAL & OTHER PROFESSIONAL CAREERS:

For professional **careers with the State of Maryland** (starting with a bachelor's degree) refer to the website for current openings and open and continuous listings. Review the job specifications and submit an original MS-100 in each category your qualify.

INFORMATION FOR APPLICANTS:

For full job specification, salary scale, minimum requirements, and **Maryland State employment applications (MS100)** visit the following website: <http://www.dbm.maryland.gov/>, or by calling 410-767-7414, toll-free: 1-800-332-6347; TTY users call Maryland Relay Service, 1-800-925-4434.

Your application is part of the examination process. Answer each question fully and clearly.

Photocopies are acceptable provided there is an **original signature** and copied on standard paper (8 ½" x 11"). A receipt will be mailed if a self-addressed stamped envelope is attached.

Eligibility: Applicants will be notified when and where to appear for written, oral or demonstration examinations, if required. Some examinations may consist of an evaluation of relevant training and experience. If further information is needed, notice will be sent to the candidate. Candidates who do not meet the minimum qualifications for the classification for which they apply will not receive a ranking and their name will not appear on the eligible list.

Send your Maryland State MS100 application to: Maryland Department of Human Resources/HRDT, Testing Services, 311 West Saratoga Street, Baltimore, MD 21201-3521. **Original signatures required.** Call 240/895-7175 or e-mail mbailey1@dhr.state.md.us with any additional questions regarding these potential openings. E.O.E

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